

Auditor User ID and UII Registration

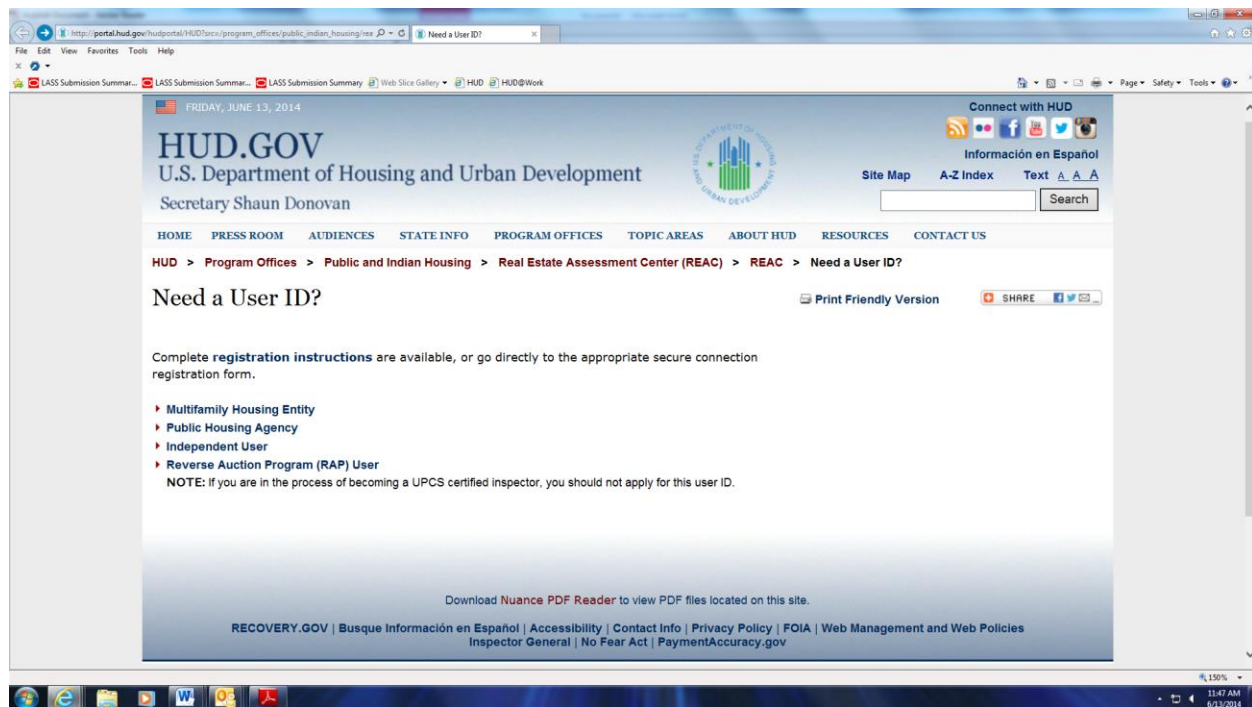
If you are an auditor and already have a multifamily ID number, to gain access to LEAP, you must convert your multifamily ID number. Continue through the registration process noted below. Once you submit your application your ID will be converted. You will use your same id number to log in to LEAP.

Independent Public Accountant (IPA) Registration

Unlike a lender, auditors **DO NOT** access FHA Connection to register for a User ID. All auditors must access Secure Systems to begin the setup process for LEAP.

Step 1: Access Secure Systems by navigating to the following website:
http://www.hud.gov/offices/reac/online/online_registration.cfm

Step 2: From the main menu, select 'Independent User' from the list. (See Below)



Step 3: Fill out the registration form in its entirety and hit 'Send Application' at the bottom. The User ID (starting with 'I') will be sent to the auditor via email within 24 hours. The password will not be included in the package so the applicant must ensure that he/she remembers it from the application form.

Note: The auditor **IS NOT** registered for a **Unique IPA Identifier (UII)** at this time. To apply for a UII number, reference UII Registration in the next section.

Unique IPA Identifier- UII Registration

Only one UII number is generated per auditing firm. If the auditor already has a UII number, there is no need to apply for another.

Step 1: Once the applicant has received a User ID via email, he/she must contact the Application Coordinator at his/her client's office and provide the FHA Connection Application Coordinator the User ID that was emailed to him/her.

Step 2: The lender will use the ID to assign the auditor the role of IPA. This role allows the auditor to attest to the lender's financial report.

Note: *The auditor will not have the necessary access to apply for the UII number until the lender assigns the IPA role.*

Step 3: After the FHA Connection Application Coordinator has assigned the auditor the 'IPA' role, the auditor must login to Secure Systems at <http://www.hud.gov/offices/reac/online/reasyst.cfm> using the User ID and password received via the process described above.

The screenshot shows the HUD.GOV website with the following content:

- Header:** HUD.GOV, U.S. Department of Housing and Urban Development, Secretary Shaun Donovan. Navigation links: HOME, PRESS ROOM, AUDIENCES, STATE INFO, PROGRAM OFFICES, TOPIC AREAS, ABOUT HUD, RESOURCES, CONTACT US.
- Search Bar:** Search
- Programs:** PIH Home, About PIH, PIH One-Stop Tool, Public Housing, Operating Fund, CapFund, Choice Neighborhoods, HOPE VI, Online Systems, Housing Choice Vouchers, Indian Housing, Rental Housing Integrity Improvement Project, Real Estate Assessment Center, Grants, Library.
- Breadcrumbs:** HUD > Program Offices > Public and Indian Housing > Real Estate Assessment Center (REAC) > REAC
- Main Content:**
 - PIH-REAC Online Systems**
 - System Upgrade Release Schedule**
 - PIH-REAC System Upgrade Release Schedule:**
 - Friday, November 2, 2012 - 8pm EDT
 - Friday, November 30, 2012 - 8pm EST
 - Friday, January 4, 2013 - 8pm EST
 - Friday, April 26, 2013 - 8pm EDT
 - Rules of behavior for HUD systems**
 - PIH-REAC Online Systems**
 - Enterprise Income Verification System (EIV)
 - Financial Management Assessment System - Federal Housing Agency (FASS-MF)
 - Financial Management Assessment System - Public Housing Agency (FASS-PHA)
 - Integrated Assessment Subsystem (NIASS)
 - Inventory Management System (IMS)/PIH Information Center (IMS/PIC)
 - Management Operations Certification (MASS)
 - Physical Assessment Subsystem (PASS)
 - Quality Assurance Operations (QAAS)
 - Voucher Management System (VMS)
 - Newsletters**
 - Public Housing Energy Conservation Clearinghouse Newsletter
 - Asset Management Newsletter
 - HCV Program Newsletter
 - Moving-to-Work (MTW) Program Newsletter
 - The Resident - Public Housing Newsletter
 - Social Media**
 - HUD Youtube Videos
- System Login**
 - Existing users
 - Login here
 - Need to access HUD systems?
 - Register online
 - Forgot Password?
 - Password Reset
 - Note: Password reset will require you to provide exact information from your original registration
- Helpful Tools**
 - Online Registration
 - Online Systems Directory
 - Quick Tips for Registration
 - Technical FAQs
 - Password Instructions
 - Secure Systems Passwords must be reset every 60 days. [More password details](#)
 - PIH System Security Guide

**Secure Systems
Single Sign On**

User Login[faq](#) | [help](#) | [search](#) | [home](#)

User ID
Password

[Forgot your password?](#) Click the link to reset your password and for other useful information.

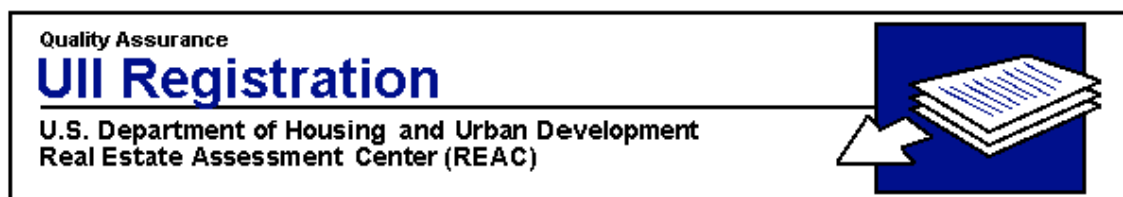
ATTENTION: This computer system, and all the systems associated with this system for User Authorization and Authentication a computer security system; unauthorized access to these systems is not permitted; and usage may be monitored.
NOTE: There is an inactivity timeout of 30 minutes. Please save your work periodically to avoid being logged out.
Please also note that there is a 4 hour session timeout, after which, you will need to re-authenticate. You can then resume where you left off.
Content updated June 15, 2007

 U.S. Department of Housing and Urban Development
451 7th Street S.W., Washington, DC 20410
Telephone: (202) 708-1112 TTY: (202) 708-1455

Step 4: From the Main Menu, click on the Unique IPA Identifier (UII) Registration link.
(See below)

Step 5: Re-enter your user ID and password at the login screen and click 'OK'. (This will be the same user ID and password the user entered in Step 3 above.)

Step 6: Click on the 'Create New Profile' link.

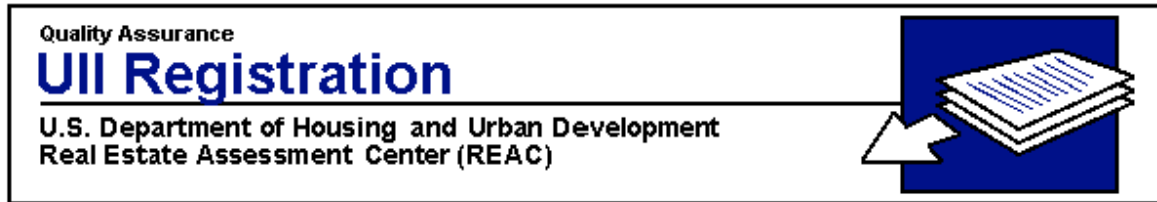


Main Menu

Please select what action you would like to perform from the selections below:

[Create New Profile](#) [Update Existing Profile](#) [Recall Unique IPA Identifier \(UII\)](#)

Step 7: Click on 'Independent Public Accounting Office'. (See below)



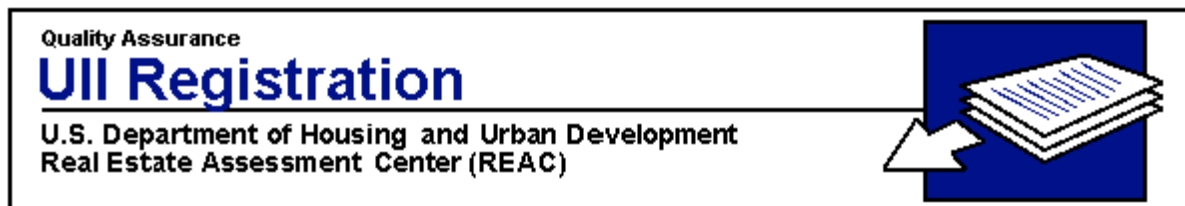
[QASS Header Image](#) Audit Office Classification

Please select whether you are registering for an independent public accounting office or for a state auditor office:

[Independent Public Accounting Office](#)

[State Auditor Office](#)

Step 8: Enter the EIN and zip code of the IPA firm and click 'Go'.



[Main Menu](#) | [Create IPA Office Profile](#)

Please enter your office EIN and Zip Code below and then click the Go push button:

*EIN:

*Zip Code:

Step 9: Fill out the UII Application form completely and hit 'Go'. (See below)

*Audit Office State:	AA ▼
*Audit Office Zip Code:	<input type="text"/>
Audit Office Zip Code Extension:	<input type="text"/>
*Audit Office Phone Number:	(<input type="text"/>) <input type="text"/> - <input type="text"/>
*Auditor Contact First Name:	<input type="text"/>
Auditor Contact Middle Name:	<input type="text"/>
*Auditor Contact Last Name:	<input type="text"/>
*Auditor Contact Title:	<input type="text"/>
*Auditor Contact Phone:	(<input type="text"/>) <input type="text"/> - <input type="text"/>
Auditor Contact Phone Extension:	<input type="text"/>
Auditor Contact Fax:	(<input type="text"/>) <input type="text"/> - <input type="text"/>
*Auditor Contact Email:	<input type="text"/>
<input type="button" value="Go"/> <input type="button" value="Reset"/>	
By submitting this information, the submitter certifies on behalf of the user that the information in the registration form is correct and valid, and that the submitter is properly authorized to make this registration and certification on behalf of the user.	
Line items denoted by an asterisk (*) are required fields.	

Step 10: After the application is processed (should take only a few seconds) a 5-digit number is generated. This number is the UII number.

Step 11: The UII number must be given to whomever is filling out the financial submission within LEAP. There is one line item within the submission that requires the UII number.